

**Stanhope Land Use Board
January 9, 2017
Reorganization Meeting
Minutes**

RECEIVED
FEB 14 2017
**STANHOPE
BOROUGH**

CALL MEETING TO ORDER:

The Board Attorney called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE:

STATEMENT:

Adequate notice for this meeting has been provided according to the Open Public Meetings Act, Assembly Bill #1030. Notice for this Reorganization Meeting was forwarded to the New Jersey Herald and Daily Record on January 12, 2016 and was placed on the municipal bulletin board.

In the event the Board has not addressed all the items on its agenda by 11:00 p.m., and it is of the opinion that it cannot complete the agenda in a reasonable period, the Board may exercise its option to continue this meeting at an agreed time and place, within ten (10) days of this meeting.

At this time, please turn off all cell phones.

OATH OF OFFICE:

Board Attorney Gavan administered the Oath of Office to John Rogalo.

ROLL CALL:

Nicholas Bielanowski - present
James Benson - present
Michael Depew - present
Rosemarie Maio - absent

Thomas Pershouse - absent
John Rogalo – present
Joseph Torelli - present
Paula Zelif-Murphy - present
John Maguire – present

Others present: Board Attorney Glenn Gavan and Board Secretary Ellen Horak

REORGANIZATION

Election of Chairman:

On nomination by Mr. Depew, seconded by Mr. Rogalo, John Maguire was nominated Chairman. John Maguire was elected Chairman for 2017 on unanimous voice vote.

Election of Vice-Chairman:

On nomination by Chairman Maguire, seconded by Mr. Depew, Paula Zelif-Murphy was nominated Vice-Chairman. Paula Zelif-Murphy was elected Vice-Chairman for 2017 on unanimous voice vote.

Resolutions

Board Secretary

**RESOLUTION OF THE STANHOPE LAND USE BOARD
APPOINTING BOARD SECRETARY**

WHEREAS, there exists the need within the Land Use Board (the "Board") for the retention of personnel to perform such secretarial services/clerical duties and office work as required by the Board's job description to hold a monthly public meeting, at the monthly compensation of \$765.42, and in addition, other such work as deemed necessary by the Board at a \$20.00 hourly rate or other rate negotiated per task;

WHEREAS, the monthly compensation rate of \$765.42 for the Board Secretary is the salary paid for the year 2016; and

WHEREAS, upon determination of the salary increase for Borough employees, the Board will determine the salary increase for the Board Secretary, which increase shall be retroactive to January 1, 2017; and

WHEREAS, the funds for such duties and services are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by said Board that it hereby appoints Ellen Horak as the Board's Secretary, to be retained for the calendar year 2017 to perform such duties and office work outlined in the Board's job description, with reimbursement for all expenses, at the monthly compensation of \$765.42;

BE IT FURTHER RESOLVED, by said Board that, after a salary increase has been determined for Borough employees, the Board shall determine a salary increase for the Secretary which salary increase shall be retroactive to January 1, 2017.

On motion by Ms. Zeliff-Murphy, seconded by Mr. Torelli and carried by the following unanimous roll call vote, the above resolution was adopted.

AFFIRMATIVE: Mr. Bielanowski, Mr. Benson, Mr. Depew, Mr. Rogalo, Mr. Torelli, Ms. Zeliff-Murphy, Chairman Maguire

OPPOSED: None

ABSTENSIONS: None

Board Attorney:

**RESOLUTION OF THE STANHOPE LAND USE BOARD
APPOINTING BOARD ATTORNEY**

WHEREAS, the Land Use Board of the Borough of Stanhope is in need of Professional Legal services; and

WHEREAS, R.S. 40A:11-5 specifically exempts professional services from this provision of the local public contracts law of 1971,

NOW, THEREFORE, BE IT RESOLVED that the firm of Criscuoli & Gavan, LLC is hereby appointed as Attorney for the Land Use Board of Stanhope for a period of one year, to

December 31, 2017, with the understanding that **Glenn Gavan, Esq.** will be primarily responsible for the work done for the Board.

BE IT FURTHER RESOLVED that the aforesaid is a member in good standing of his profession.

BE IT FURTHER RESOLVED that this Resolution is contingent upon receipt of a fully executed professional service contract with attached fee schedule established for Criscuoli & Gavan, LLC's professional services.

BE IT FURTHER RESOLVED that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et. seq., commonly known as the Pay-to-Play Law.

On motion by Ms. Zeliff-Murphy, seconded by Mr. Rogalo and carried by the following unanimous roll call vote, the above resolution was adopted.

AFFIRMATIVE: Mr. Bielanowski, Mr. Benson, Mr. Depew, Mr. Rogalo, Mr. Torelli, Ms. Zeliff-Murphy, Chairman Maguire
OPPOSED: None
ABSTENSIONS: None

Board Engineer: **RESOLUTION OF THE STANHOPE LAND USE BOARD
APPOINTING BOARD ENGINEER**

WHEREAS, the Land Use Board of the Borough of Stanhope is in need of Professional Engineering Services; and

WHEREAS, R.S. 40A:11-5 specifically exempts professional services from the provisions of public bidding as provided in the Local Public Contracts Law;

NOW, THEREFORE, BE IT RESOLVED that the firm of Bowman Consulting is hereby appointed as Engineer for the Land Use Board of Stanhope for the period January 1, 2017 through December 31, 2017, with the understanding that **Eric Keller, P.E.** will be primarily responsible for the work done for the Board;

BE IT FURTHER RESOLVED, that the aforesaid is a member in good standing of his profession;

BE IT FURTHER RESOLVED, that this Resolution is contingent upon receipt of a fully executed professional services contract with attached fee schedule established for Bowman Consulting professional services, and

BE IT FURTHER RESOLVED, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et. seq., commonly known as the Pay-to-Play Law.

On motion by Mr. Benson, seconded by Mr. Rogalo and carried by the following majority roll call vote, the above resolution was adopted.

AFFIRMATIVE: Mr. Bielanowski, Mr. Benson, Mr. Depew, Mr. Rogalo, Mr. Torelli, Ms. Zelif-Murphy, Chairman Maguire
OPPOSED: None
ABSTENSIONS: None

Board Planner: **RESOLUTION OF THE STANHOPE LAND USE BOARD
APPOINTING BOARD PLANNER**

WHEREAS, the Land Use Board of the Borough of Stanhope is in need of Professional Planning services; and

WHEREAS, R.S. 40A:11-5 specifically exempts professional services from this provision of the local public contracts law of 1971,

NOW, THEREFORE, BE IT RESOLVED the firm of **Bowman Consulting** is hereby appointed as Planner for the Land Use Board of Stanhope for a period of one year from January 1, 2017 to December 31, 2017, with the understanding that **William Hamilton, P.P.** will be primarily responsible for the work done for the Board.

BE IT FURTHER RESOLVED, that the aforesaid is a member in good standing of her profession.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon receipt of a fully executed professional service contract with attached fee schedule established for Bowman Consulting professional services.

BE IT FURTHER RESOLVED, that this Resolution is contingent upon the receipt of a completed C.271 Political Disclosure Form pursuant to N.J.S.A. 19:44A-20.4 et. seq., commonly known as the Pay-to-Play Law.

On motion by Ms. Zelif-Murphy, seconded by Mr. Depew and carried by the following unanimous roll call vote, the above resolution was adopted.

AFFIRMATIVE: Mr. Bielanowski, Mr. Benson, Mr. Depew, Mr. Rogalo, Mr. Torelli, Ms. Zelif-Murphy, Chairman Maguire
OPPOSED: None
ABSTENSIONS: None

Official Newspaper: **RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR THE
2017 CALENDAR YEAR**

BE IT RESOLVED, by the Land Use Board of the Borough of Stanhope that they New Jersey Herald is hereby designated the official newspaper of the Land Use Board for the calendar year 2017; and

BE IT FURTHER RESOLVED, that the New Jersey Herald and the Daily Record are hereby designated to receive all notices of Land Use Board meetings in the calendar year 2017 as required under the Open Public Meetings Act.

On motion by Mr. Rogalo, seconded by Ms. Zeliff-Murphy and carried by unanimous voice vote, the above resolution was adopted.

**Meeting Dates: RESOLUTION ESTABLISHING MEETING DATES FOR THE
CALENDAR YEAR 2017**

BE IT RESOLVED by the Land Use Board of the Borough of Stanhope that the following schedule of dates for Regular Meetings be established for 2017 and that all scheduled meetings shall convene at 7:00 p.m. at the Stanhope Municipal Building, 77 Main Street, Stanhope, NJ:

January 9
February 13
March 13
April 10
May 8
June 12
July 10
August 14
September 11
October 16
November 13
December 11

BE IT FURTHER RESOLVED, that the Annual Reorganization Meeting shall be on January 8, 2018, at 7:00 p.m.

On motion by Ms. Zeliff-Murphy seconded by Mr. Torelli and carried by unanimous voice vote, the above resolution was adopted.

MINUTES

December 12, 2016 Regular Meeting – On motion by Mr. Torelli, seconded by Mr. Rogalo, the Minutes of the December 12, 2016 Meeting were approved on unanimous voice vote.

CORRESPONDENCE

12-23-16 Eric Keller, P.E. – Vincenzo Bruzzese, Blk 11207, Lot 1 re: Resolution Compliance Review #1

12-29-16 NJ Planning Officials – New Jersey Planner (Nov/Dec)

On motion by Ms. Zeliff-Murphy, seconded by Mr. Rogalo, and carried by unanimous voice vote, the Correspondence List was accepted and placed on file.

OPEN TO THE PUBLIC FOR NON-AGENDA ITEMS:

Chairman Maguire opened the meeting to the public for non-agenda items. Seeing no one from the public wishing to speak, Chairman Maguire closed the public portion of the meeting.

RESOLUTION OF MEMORIALIZATION

16-03, Celco Partnership d/b/a Verizon Wireless
Block 11801, Lot 1 – Use & Bulk Variance and Site Plan
Approval Granted: 12/12/16

Chairman Maguire noted the Resolution of Memorialization was just received today and the Board Engineer has not had an opportunity to review the resolution and provide any comments. Chairman Maguire recommended carrying action on the Resolution to the next meeting. The Board concurred with Chairman Maguire and agreed to carry action to the next meeting.

NEW BUSINESS:

Annual Report – Chairman Maguire stated the Board is required to prepare an annual report listing all variance applications received during the year. The Secretary has prepared the annual report which reflects two variance applications were received in 2016. On motion by Ms. Zelif-Murphy, seconded by Mr. Benson and carried by unanimous voice vote, the Board approved the Annual Report and directed the Secretary to forward a copy to the Mayor and Council.

Chairman Maguire reminded Mr. Rogalo and Mr. Bielanowski that the need to attend the mandatory training course. Mr. Rogalo and Mr. Bielanowski stated they will be attending a class in April in Sussex County.

BILLS:

	Bowman Consulting	
1/06/17	Re: Celco Partnership	\$245.00
1/06/17	Re: Bruzzese	\$647.50

On motion by Ms. Zelif-Murphy, seconded by Mr. Torelli, the aforesaid bills were approved on the following unanimous roll call vote.

AFFIRMATIVE: Mr. Bielanowski, Mr. Benson, Mr. Depew, Mr. Rogalo, Mr. Torelli, Ms. Zelif-Murphy, Mr. Maguire

OPPOSED: None

ABSTENSIONS: None

ADJOURNMENT:

On motion by Mr. Rogalo, seconded by Mr. Depew, it was the consensus of the Board to adjourn the meeting at 7:15 P.M.

Respectfully submitted,



Ellen Horak, Board Secretary